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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Planning Staff, Office of Logistics DATE: 26 September 1961

FROM : Chief, Printing Services Division, Office of Logistics

SUBJECT: Report for President's Foreign Intelligence Advisory Board

1. The Printing Services Division continues to provide printing support at a consistant level to the Agency's intelligence activities. Increased Office of Current Intelligence requirements have been met by procuring new and different types of printing presses, and by increasing the authorized T/O and adding the four additional personnel to the plant assigned the OCI printing support role. Newly assigned intelligence activities formerly performed by the State Department have resulted in new requirements placed upon the Printing Services Division by OCR and OBI. These requirements have been met by shifting of personnel for better equipment utilization, new production methods, and by contracts to cleared sources. In addition to the usual DD/I intelligence reports, the reporting period saw the publication of a 5,000 page Moscow alphabetical and numerical telephone directory for OCR.

2. The production of CS reports has remained consistant throughout this reporting period but the production time has been reduced. WH support remained heavy during the early part of the current year but has been reduced during the past few months.

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3. The Printing Services Division has rendered and will continue to render uninterrupted service during the move of Agency components to the new Headquarters building. One of the Division's plants, Plant No. 4, was moved to the new building on 22 September 1961. Plant No. 3 will be moved in the near future making it possible to improve printing support to the components located in the new building.

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